

eVA Interface and Integration Design Team – Import/Export Group

Meeting Minutes
October 30, 2003

Opening:

A meeting of the eVA import/export interface workgroup was called to order at 10:00 AM on 10/30/2003 in Richmond.

Present:

Eugene Anderson, DGS/DPS	Cheryl Kimball, DOLI/DCR (phone)
Regina Baxter, SVTC (phone)	Andy Kmett, VCE (phone)
Jan Bond, DGS/DPS	Joy Lazarus, DMHMRSAS (phone)
Richard Brough, DSS	Parvin Mirshahi, DGS
Martha Freeland, DMV (phone)	Jim Roberts, DMHMRSAS (phone)
Maria Hatcher, DGS	Kim Rudisill, DEQ (phone)
	Dana Smith, VITA (phone)

A. Approval of Agenda

The informal agenda:

- 1 – Implementation Status
- 2 – New Work
- 3 – Agencies Status
- 4 – Policy Questions

B. Approval of Minutes

Previous meeting minutes reviewed.

C. Issues

Open Issues

Closed Issues

D. New Business

1. Implementation Status
Nothing to report.
2. New Work.
Nothing to report.
3. Production Status
DGS –
 - HOLDING TANK - Maria reported that AMS started sending test files through BizTalk to test their load process from the Holding Tank into the eVA Data Warehouse. Parvin continues to review and modify reports to allow agencies to run reports for orders with the Data Source 'EXT-PO'.

*** Note: Minutes reflect discussions, not final decisions. A separate document will be provided with final decisions.

Data Source 'EXT-PO' will identify Holding Tank orders loaded into the eVA Data Warehouse. Parvin is first working on reports that have been identified are mostly used by agencies (i.e. spend reports), and then will start working on reports that are less used. Parvin will provide a list of the reports she has modified and/or working on at the next week's meeting. She would like to have feedback from the agencies on which reports should have priority.

- SHIPPING ADDRESS PHONE NUMBER – Maria mentioned to the group that some vendors are complaining about phone numbers that are not 'real' numbers on agency's shipping addresses. One of the vendors has refused to process interface orders without a 'real' shipping address phone number. Shipping phone numbers are extracted from the Shipping address in eVA. Maria asked agencies to review phone numbers on their addresses to make sure they are 'real' numbers. Agencies should contact their DGS Account Executive if phone numbers need to be updated.
- OTHER INTERFACES – Maria reminded the group that feedback from the agencies for the other interfaces are due to Marion Lancaster this week. Marion needs feedback on the PO Summary Export, Catalog Data and Vendor Data (Deleted Vendor and SWAM).
- CHANGE ORDERS TO INACTIVE VENDOR – There was a discussion on Change Orders that cannot be sent to inactive vendors. The group would like to know how these orders should be handled, since no action can be taken against them through the interface. Maria will discuss this issue with Marion.

VDOT –

- Representatives not present.

DMAS –

- Representatives not present.

DSS –

- Richard Brough explained the approach his agency will take to send Pcard orders to eVA. The agency plans to send Pcard orders as requisitions through the interface then have a buyer login to eVA and approve the requisition in eVA. The buyer on the interface Pcard order will be setup in eVA as a Pcard buyer. This approach will give the buyer the opportunity to add the Pcard information to the order before it is sent out to the vendor. Richard will test this approach in UAT first.

DMME –

- Representatives not present.

ABC –

- Representatives not present.

DOLI –

- Cheryl Kimball reported that the agency started sending change orders through the interface.
- Cheryl Kimball reported that she received no feedback from the agency concerning input for the Order Summary Export, Vendor Deleted Export or the Catalog Export interfaces.
- Cheryl requested that Prod 17 and Prod 106 reports be setup to pull orders sent through the eMail and the Holding Tank.

DEQ –

- Kim Rudisill had nothing new to report.

DCR –

- Cheryl Kimball reported that the agency is interested in adding the SWAM data to the vendor report files.

VATECH –

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- Representatives not present.
 - UVA -
 - Representatives not present.
 - VCU -
 - Representatives not present.
 - DMHMRSAS-
 - Jim Roberts reported that there are three facilities left to be implemented in the Lynchburg area. The facilities are Central Virginia Training Center (CVTC), Catawba Hospital and Piedmont Hospital.
 - JMU –
 - Representatives not present.
 - ODU –
 - Representatives not present
 - VCE –
 - Andy Kmett reported that they are at the final stages of testing the export. Plans to go live with the export the first part of next week.
4. Agency General Status
- DMV –
- Martha Freeland reported that the agency is working on loading the NIGP commodity codes. Martha requested a copy of the NIGP/CARS crosswalk file.
 - Martha reported that out of 250 eVA vendors identified that are mostly used by the agency, ten of the eVA vendors did not match their ERP vendors. She was pleased with the results and thinks that the non-matching rate is very low.
 - Martha report that the agency plans to go live with the interface within two weeks.
- VITA –
- Dana Smith reported that the demonstration given to the procurement staff last week was well received.
 - Dana reported that Samy Sethuraman is working on program that will update the vendor file nightly, and then he will start working on reports.
 - Dana anticipates the agency to go live with the interface in the beginning of the New Year.
5. Policy Questions
- No new questions.

The next weekly interface meeting will be held on Thursday, November 6, 2003 at DGS in the ISS 9th floor conference room starting at 10:00 a.m. Please be prepared to give your agency's status on the import interface effort and problems if any.

Open Action Items

1. Find out if and how agencies will have access to the DGS Holding database. (Marion Lancaster)

05/29/2003 DGS is not planning on giving agencies access to the DGS Holding database. DGS is actively working with AMS on the design to load "holding tank" data into the eVA data warehouse. Agencies will then be able to access that information through the normal data warehouse reporting process.

Closed Action Items

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Prepared by Maria Hatcher

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